

Position Summary:

Under the general supervision of the Financial Program Supervisor, this position is responsible for assisting with the Department's revenue accounting of cash receipts; provides accounts receivable accounting for the Department by preparing billings and reconciling appropriations; and provides other specific accounting services to DOA and its attached agencies. In addition, this position will support accounts payable duties related to auditing travel reimbursements and procurement card transactions and logs.

Goals and Worker Activity**40% A. Responsible for all aspects of the department's cash receipts (cash, check and credit card) including entering into the ERP. Process customer refund payments.**

A1. Review state bank's website, Singlepoint, for Fleet, Monona Terrace Parking and Gaming raffle license credit card deposit information, and the lockbox report and print.

A2. Prepare and enter daily credit card receipts into the ERP (Monona Terrace Parking, Gaming raffle license, and Document Sales).

A3. Independently work with and submit to the State Controller's Office (SCO) Cash Management Operations daily cash receipts (with a copy to the Cashier). Resolve any discrepancies.

A4. Prepare weekly check cash receipts (deposits) as checks are received and to meet statutory requirements.

A5. Process refunds to customers and enter payments into ERP.

A6. Process department rebate payments as needed.

25% B. Provide financial management support to the Department and its attached agencies by preparation of billings and associated appropriation reconciliation.

B1. Prepare monthly manual invoices for the Unemployment Insurance billings to agencies.

B2. Prepare other manual invoices for the Department and its attached agencies as directed by supervisor or other Bureau of Financial Management staff.

B3. Distribute prepared invoices to customers with required backup. Respond to customer questions as needed. Work with Department staff to resolve any problems.

B4. Reconcile associated appropriations as required.

10% C. Provide accounting support to the General Accounting Unit.

C1. Prepare payment and general ledger journal entries to state agencies for Publications sold at Document Sales on behalf of the agencies.

C2. Prepare journal voucher to distribute political mileage reimbursements

C3. Mail vendor checks along with remittance documentation. File check register warrants.

C4. Perform special accounting projects/assignments as assigned by supervisor or Financial Manager.

10% D. Provide fiscal services for travel reimbursement requests for the Department and its attached agencies.

D1. Audit travel vouchers for adherence to the DPM Travel Schedule Amounts (TSA), state statutes, and departmental guidelines. Verify the amounts of the taxable and non-taxable entries based on the audit and correct as required.

D2. Work with employees to resolve any problems.

10% E. Approval and post-audit of Procurement Card (P-Card) transactions and logs for the Department and its attached agencies.

E1. Post-audit p-card logs and receipts based on Procurement Card Manual, internal P-Card Audit Guidelines and the Pre-Audit Manual. Discuss audit findings with supervisor.

E2. Approve online P-card transactions in ERP by designated deadline.

5% F. Other miscellaneous duties as assigned.

Knowledges, Skills and Abilities

1. Knowledge of state procurement policies and procedures.
2. Knowledge of state accounting and pre-audit policies.
3. Knowledge of purchasing card policies and procedures.
4. Knowledge of and familiarity with business computer software, especially excel, peoplesoft, word processing, and e-mail applications, along with keyboarding and data entry skills.
5. Strong financial and mathematical skills.
6. Ability to work with various divisions, departments and the public ensuring compliance with multiple rules, regulations and procedures.
7. Strong organizational skills with careful attention to detail.
8. Strong customer service skills.
9. Ability to establish and maintain effective working relationships.
10. Ability to process financial transactions accurately and within prescribed timeframes.
11. Excellent written and oral communication skills.
12. Ability to demonstrate effective problem-solving and decision-making skills.
13. Strong interpersonal communication skills.
14. Ability to use adding machine or calculator.
15. Ability to use copier, fax and scanner.